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## APPLICATION CHECKLIST    CITY OF RIVERSIDE PLANNING AND BUILDING DEPARTMENT

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Items that must be submitted before an application can be accepted for processing (refer to the application packet information sheet for more details):

- ☐ Completed Application Form, including
  - Owner's signature
  - Property address and/or Assessor's Parcel Number
  - Copy of grant deed and legal description
  - Detailed description of the request
- ☐ Required fees (refer to fee schedule)
- ☐ All required plans drawn to scale (plot plans, building elevations, floor plans as required)
- ☐ Required number of full-size plans assembled into stapled sets, folded to 8-1/2" x 14"
- ☐ Variance justification forms (if variances are requested)
- ☐ Adjacent property owner signatures (if required)
- ☐ Administrative or board review of grading plans and grading exception forms (if required)
- ☐ Environmental Information Form (if an Environmental Initial Study is required)
- ☐ Proof of ALUC submittal (if within an airport or military base influence area)
- ☐ Reduced graphics and renderings, photographs or CDs (if required)
- ☐ Hazardous Site Review and Hazardous Materials Questionnaire Forms

Applications containing these materials will be conditionally accepted as complete; however should additional information be required, the case planner will notify the applicant in writing within 30 days. Applications cannot be processed until all required information is submitted. The processing schedule is based on the date all required materials are submitted.

Applicant Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_  
Planner Verification \_\_\_\_\_ Date \_\_\_\_\_  
Project Description/Address \_\_\_\_\_ Case # P \_\_\_\_\_